

8 Proposal Format

8.1 Introduction

These instructions prescribe the mandatory proposal format and the approach for the development and presentation of Proposals. Format instructions must be followed, all requirements and questions in the ITP must be answered and all requested data must be supplied.

Submissions include the Letter of Intent, Draft Proposal and Final Proposal. All submissions must be clearly labeled "ITP HWDC – 8024," identified as Letter of Intent, Draft Proposal or Final Proposal, and include the Bidder's name. It is the responsibility of the Bidder to ensure that the Proposals are received at the Department of General Services by the date and time specified in Section 1.5, Key Action Dates to the Department Official listed in Section 1.4. If mailed, use certified or registered mail with return receipt requested.

8.2 Intent to Submit a Proposal

A Letter of Intent (Exhibit #5-1) is to be prepared and submitted in accordance with Section 2.2.6.

8.3 Draft and Final Proposal Format and Content

The Draft Proposal and Final Proposal shall be completely sealed and one (1) complete set of all required volumes clearly marked "MASTER COPY." Each sealed Proposal container must be labeled as follows:

Name of Contractor
ITP HWDC-8024
(Draft or Final) Proposal

Proposals must respond to all requirements in the ITP. Requirements must be addressed in the order they are presented in the ITP. Each ITP requirement response in the Proposal must reference the exact location where the requirement is found. The Contractor should provide a reference table for the entire Proposal that lists all the ITP requirements and where they are found in the Proposal.

All pages in the Proposal must be standard 8 ½ x 11 paper, except charts, diagrams, etc., which may be foldouts. If foldouts are used, the folded size must fit within the 8 ½ x 11 format. The following must be shown on each page of the Proposal:

ITP HWDC-8024
Name of the Contractor
Proposal Volume Number
Proposal part or exhibit number
Page number

Page numbers must be located in the same page position throughout the Proposal. Figures, tables, charts, etc. must be assigned index numbers and must be referenced by these numbers in